

Instructions for Preparing a Coversheet

Step 1: Instrument Type

To select an Instrument Type click on the down arrow located to the far right under “Instrument Type.”

Once you have selected an instrument type, click once to highlight selection, (this will automatically move the selected document to the appropriate box just under Instrument type). Next click on “Add Instrument Type, this will move the instrument type to the appropriate box.

FAIRFAX
Land Records Cover Sheet

HOME HELP LOGOFF

One Cover Sheet Per Document

Instrument Type

DEED
DEED
TRUST
ASSIGNMENT OF TRUST
POWER OF ATTORNEY
AFFIDAVIT
SUBORDINATION
AFFIDAVIT CORRECTION
AFFIDAVIT MODIFICATION
AFFIDAVIT RELEASE
AGREEMENT
AGREEMENT CONFIRMATION
AGREEMENT CORRECTION
AGREEMENT MODIFICATION
AGREEMENT RELEASE
ASSIGNMENT
ASSIGNMENT CORRECTION
ASSIGNMENT MODIFICATION
ASSIGNMENT OF TRUST CORRECTION
ASSIGNMENT RELEASE
ASSIGNMENT SUPPLEMENTAL
ASSUMPTION AGREEMENT
ASSUMPTION AGREEMENT CORRECTION
ASSUMPTION AGREEMENT RELEASE
BILL OF SALE
BILL OF SALE CORRECTION
BY LAWS
BY LAWS CORRECTION
BY LAWS MODIFICATION
CERTIFICATE
CERTIFICATE CORRECTION

Add Instrument Type
Remove Instrument Type
Change Instrument Type

Consideration % 100
Tax Exemption None
Original Book
Original Page
Title Case #

City
Filter Double Circle Single Circle Lot Sublot
5 6-7 8-9 10-13 14-15
Add Tax Map Number

Step 2: Names to be indexed

(Last, First Middle)

(2a.)

In the box below “Names to be”, type in the name of the first Grantor, if the Grantor is a **Trustee** or a **Firm** you must click in the appropriate box, next click “Add Name”

*If there is more than one Grantor, enter each name separately. When typing an additional name, first highlight the previous name located in the long slender box under “Names to be,” you may then begin typing the additional name and follow step (2a).

(2b).

Repeat steps shown in (2a) to index Grantee, system defaults to Grantor, you must click on the down arrow in order to select “**Grantee**”.

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FAIRFAX
Land Records Cover Sheet

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One Cover Sheet Per Document

Instrument Type
DEED

Add Instrument Type
Remove Instrument Type
Change Instrument Type

Names to be indexed (Last, First Middle) Type Trustee Firm
FAIRFAX COUNTY Grantor ☐ ☐

Add Name
Remove Name
Change Name

Consideration Amount Not Taxed (Assumption or Original Trust)

DEM Number

Title Company

Tax Map Number

Consideration %

Tax Exemption

Original Book

Original Page

Title Case #

Grid Quad Filler Double Circle Single Circle Lot Sublot

1-3 4 5 6-7 8-9 10-12 14-15

Add Tax Map Number

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Step 3: Consideration

(Deed, Trust, Contract, Lease, Option, Trustees Deed, Mortgage)

Type in dollar amount.

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Land Records Cover Sheet

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One Cover Sheet Per Document

Instrument Type
DEED

Add Instrument Type
Remove Instrument Type
Change Instrument Type

Names to be indexed (Last, First Middle) Type
FAIRFAX COUNTY Grantor

Trustee Firm
Add Name
Remove Name
Change Name

Consideration
Amount Not Taxed
(Assumption or Original Trust)
128000

Consideration %
100

Tax Exemption
None

Original Book
Original Page
Title Case #

DEM Number
Title Company
Tax Map Number

County City

Grid Quad Filler Double Circle Single Circle Lot Sublot

1-3 4 5 6-7 8-9 10-12 14-15

Add Tax Map Number

Step 4: Consideration %


(amount taxes are to be calculated, use this when recording documents pertaining to multiple jurisdictions, otherwise, system defaults to 100%)

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FAIRFAX

Land Records Cover Sheet



One Cover Sheet Per Document

Instrument Type
DEED

Names to be indexed (Last, First Middle) Type
FAIRFAX COUNTY

Trustee Firm
☐ ☐

Consideration
123000

Amount Not Taxed
(Assumption or Original Trust)

###-AA-##-A-##

DEM Number

Title Company

Tax Map Number
☐ County ☐ City

Consideration %
100
Tax Exemption
None
Original Book

Original Page

Title Case #

Grid

Quadrant

Filler

Double Circle

Single Circle
#-#
Lot

Sublot
#-#

1-3 4 5 6-7 8-9 10-13 14-15

Step 5: Amount not taxed


(Deed of Assumption, Trust-refinance with same lender, Trust Modification-if increase in loan amount)

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FAIRFAX

Land Records Cover Sheet

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One Cover Sheet Per Document

Instrument Type
DEED

Names to be indexed (Last, First Middle) Type
FAIRFAX COUNTY

Trustee Firm
☐ ☐

Consideration
123000
Amount Not Taxed
(Assumption or Original Trust)
10000
####-AA-##-A-##

DEM Number

Title Company

Tax Map Number
☐ County ☐ City
Grid Quad Piller Double Circle Single Circle Lot Sublot
4 6-7 8-9 10-13 14-15

Consideration %
100
Tax Exemption
None
Original Book

Original Page

Title Case #

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Step 6: Tax Exemption

(811-any reference from 58.1-811 where both Grantor and Grantee are exempt,
CFO- Clerk's fee only, NC- No charge, NS- No state, NSC- No state & county,
NTF- No technology fee, PS- Pursuant to Property Settlement)

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FAIRFAX
Land Records Cover Sheet

HOME HELP LOGOFF

One Cover Sheet Per Document

Instrument Type
DEED
Add Instrument Type
Remove Instrument Type
Change Instrument Type

Names to be indexed (Last, First Middle) Type
FAIRFAX COUNTY Grantor
Add Name
Remove Name
Change Name

Trustee Firm
Add Name
Remove Name
Change Name

Consideration
123000
Amount Not Taxed
(Assumption or Original Trust)
10000
####-AA-##-A-##

DEM Number
Title Company
Tax Map Number
County City
Grid Quad Filler Double Circle Single Circle Lot Sublot

1-3 4 5 6-7 8-9 10-12 13-15
Add Tax Map Number

Consideration %
100
Tax Exemption
None
None
CFO
NC
NS
NSC
NTF
PS

start Micro... Inbox... defau... Super... Imag... Cover... COVE... Search... 09:49 AM

Step 7: Original Book and Original Page

(Required on all Deeds-And Being, Certificates of Satisfaction, all releases)

The screenshot shows the 'FAIRFAX Land Records Cover Sheet' web form. The form is titled 'FAIRFAX Land Records Cover Sheet' and includes the following fields and options:

- Instrument Type:** DEED (selected from a dropdown menu). Buttons: Add Instrument Type, Remove Instrument Type, Change Instrument Type.
- Names to be indexed (Last, First Middle) Type:** FAIRFAX COUNTY (selected from a dropdown menu). Buttons: Add Name, Remove Name, Change Name.
- Consideration:** 123000 (text input).
- Amount Not Taxed:** 10000 (text input).
- DEM Number:** (text input).
- Title Company:** (text input).
- Tax Map Number:** (text input).
- Consideration %:** 100 (text input).
- Tax Exemption:** None (selected from a dropdown menu).
- Original Book:** 456 (text input, circled in red).
- Original Page:** 78 (text input, circled in red).
- Title Case #:** (text input).

The form also includes a section for 'Grid' and 'Double Circle' with various input fields and a 'Search Results - Microsoft Internet Explorer' link at the bottom.

Step 8: DEM Number

(Used only on documents requiring County approval)

Step 9: Title Company

(Title Company, Law Firm, initials of person preparing the coversheet)

Step 10: Title Case#

(For Title Company use)

Step 11: Tax Map Number

(Required on all documents with the exception of Homestead Deed, Power of Attorney, and Power of Attorney Affidavit)

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DEED

Add Instrument Type
Remove Instrument Type
Change Instrument Type

Names to be indexed (Last, First Middle) Type Trustee Firm

FAIRFAX COUNTY Grantor ☐ ☐

Add Name
Remove Name
Change Name

Consideration 123000
Amount Not Taxed 10000
(Assumption or Original Trust)

Consideration % 100
Tax Exemption None
Original Book 456
Original Page 78
Title Case #

DEM Number
Title Company
Tax Map Number

County City

Grid Quad Piller Double Circle Single Circle Lot Sublot

123 4 01 00000

Add Tax Map Number
Remove Tax Map Number
Change Tax Map Number

Property Description

of Pages 1
(8 1/2 x 14 or Smaller)

Oversized Plats 0
(Larger than 8 1/2 x 14)

of Cover Sheet Pages 1

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Step 12: Property Description

(As it appears in legal description of document, required on all documents with the exception of Homestead Deed, Power of Attorney, Power of Attorney Affidavit, Certificates of Satisfaction, Trust Assignments)

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DEED

Add Instrument Type
Remove Instrument Type
Change Instrument Type

Names to be indexed (Last, First Middle) Type Trustee Firm

FAIRFAX COUNTY Grantor ☐ ☐

Add Name
Remove Name
Change Name

Consideration 123000
Amount Not Taxed 10000
(Assumption or Original Trust) #####-AA-##-A-##

DEM Number
Title Company
Tax Map Number

Consideration % 100
Tax Exemption None
Original Book 456
Original Page 78
Title Case #

County City

Grid Quad Piller Double Circle Single Circle Lot Sublot

123 4 01 0056

1-3 4 5 6-7 8-9 10-13 14-15

Add Tax Map Number
Remove Tax Map Number
Change Tax Map Number

Property Description

LOT 56 SEC 1 JUDICIAL CENTER

of Pages 1
(8 1/2 x 14 or Smaller)

Oversized Plats 0
(Larger than 8 1/2 x 14)

of Cover Sheet Pages 1

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Step 13: Number of Pages

(the number of pages of actual document, **excludes this coversheet**)

Step 14: Complete Coversheet

The Calculate Fee button will provide you with a visual breakdown of all the fees and taxes that apply to the recording of this document. We recommend that you print a copy for your records.

Once you have completed the application, click on the “Create Barcode Page” button then print out and attach it to your document(s).

Cover Sheet Generator - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://s80w2kcrw01.ffx.co.fairfax.va.us/coversheet/coversheet.cfm>

Consideration 123000 **Consideration %** 100
Amount Not Taxed 10000 **Tax Exemption** None
(Assumption or Original Trust) **Original Book** 456
DEM Number #####-AA-##-A-## **Original Page** 78
Title Company **Title Case #**
Tax Map Number ☐ County ☐ City

Ord ###	Quar #	Filler #	Double Circle ##	Single Circle #-#	Lot #####	Sublot #-#
123	4		01		0056	
1-3	4	5	6-7	8-9	10-13	14-15

Property Description LOT 56 SEC 1 JUDICIAL CENTER

of Pages 1 (3 1/2 x 14 or Smaller) **Oversized Plats** 0 (Larger than 3 1/2 x 14) **# of Cover Sheet Pages** 1

of Copies 0 **# of Oversized Plats Copies** 0 **Certified** ☐ **Page Ranges**

Create Barcode Page **Calculate Fee** **Clear**

These fee calculations are intended to cover the typical cases. Call the Land Records office for assistance with special cases. Fees subject to change without notice.